

REPORTS FUNCTIONALITY MATRIX

The following table describes the available EAGLS reports and their business uses by report category. It also includes frequency of data updates for each report.

(For assistance in selecting the appropriate report to meet your business needs, see the **REPORTS SELECTION MATRIX** Job Aid.)

Report Name (Category and Type)	Description and Use
Account Activity (Purchase) <ul style="list-style-type: none"> • Hierarchy Level <i>(For agencies with Purchase Card programs)</i>	<p>Description Displays all Purchase expenses for a specific account number within a given calendar month. Includes both active and inactive purchase program accounts, information on current and fiscal year account activity, and convenience check transactions. Provides totals and subtotals at both the agency and hierarchy level.</p> <p>Use Use this report to monitor account holders' purchase activity within specific hierarchies and agencies each month. It is useful to:</p> <ul style="list-style-type: none"> • Identify active accounts • Verify where Purchase cards are being used • Verify the amounts that were charged. <p>This information can be useful in analyzing spending trends and forecasting budgets, detecting noncompliance activity, and tracking usage of convenience checks.</p> <p>Update Frequency Calendar Month with Fiscal Year to Date</p>
Account Activity (Travel) <ul style="list-style-type: none"> • Hierarchy Level <i>(For agencies with Travel Card programs)</i>	<p>Description Displays all Travel expenses for a specific account number within a given calendar month. Includes both active and inactive travel program accounts, as well as current and fiscal year account activity. Provides totals and subtotals at both the agency and hierarchy level.</p> <p>Use Use this report to monitor account holders' travel expenses within specific hierarchies and agencies each month. It is useful to:</p> <ul style="list-style-type: none"> • Identify active accounts • Verify where Travel cards are being used • Verify the amounts that were charged. <p>This information can be useful in monitoring monthly travel volume, analyzing travel expense trends and forecasting travel budgets, and detecting noncompliance activity.</p> <p>Update Frequency Calendar Month with Fiscal Year to Date</p>
Account Listing <ul style="list-style-type: none"> • Hierarchy Level • Hierarchy Level – Raw Data 	<p>Description Lists all accounts within an agency and includes information necessary to identify and contact the account holder. Information is separated by centrally and individually billed accounts. Includes totals for number of account holders per hierarchy and per report, as well as the total credit limit per hierarchy and per reports. Does not provide specific transaction activity.</p> <p>Use Use this report to get an overview of accounts assigned to your hierarchy. It is useful to:</p> <ul style="list-style-type: none"> • Review account holder information for all accounts within your hierarchy • Review the open or closed status of all accounts • Verify hierarchy information. <p>Update Frequency Point in Time</p>

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Report Name (Category and Type)	Description and Use
Account Renewal <ul style="list-style-type: none"> Hierarchy Level 	Description Provides detailed information for accounts that are within 90 days of their expiration date. Use Use this report to review accounts in your agency that are about to be renewed and determine if any accounts should be eliminated from the automatic renewal process. Update Frequency Point in Time
Agency Program Information <ul style="list-style-type: none"> Hierarchy Level 	Description Provides a list of all participating agencies/organizations, bureaus , divisions, offices or other organizational elements for each agency. Use Use this report to view point of contact information (name, address, phone number) associated with individuals within each agency. Also used as a tool to update EAGLS. Update Frequency Point in Time
Aging Analysis <ul style="list-style-type: none"> Hierarchy Level 	Description Provides summary information at HL1, HL2, and HL3 levels for delinquent and charged-off accounts. Information is separated by individually and centrally billed accounts, and is further sorted into categories of 30, 60, 90, 120, 150, and 180+ days past due. Provides grand totals for each account status. Does not provide individual account or transaction information. Use Use this report to obtain summary delinquency information for your agency. It is useful in determining: <ul style="list-style-type: none"> The total number of accounts that are past due for the hierarchy The total dollar amount of accounts past due for the hierarchy level requested and below Update Frequency Calendar Month (Report is available with prior month's data after the 5 th of each month)
Airline Credit/Refund <ul style="list-style-type: none"> Agency Name Hierarchy Level 	Description This report lists all airline credits and refunds that have occurred during the month for both centrally and individually billed accounts. Use Use this report to determine whether airlines have processed refund requests or refunds associated with cancelled tickets. Update Frequency Calendar Month

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Report Name (Category and Type)	Description and Use
Authorizations/ Declines <ul style="list-style-type: none"> Account Number Hierarchy Level 	<p>Description Lists all transactions attempted against an account and details reasons for decline and type of purchase (mail order, ATM, purchase, cash). Transactions are selected by declines or approvals only to help track trends.</p> <p>Use Use this report to review accounts with declined charges, identify trends, and determine potential cause for action.</p> <p>Update Frequency User Selected Dates</p>
Cancellation <ul style="list-style-type: none"> Hierarchy Level <p><i>Note: There are DOI and SBA specific versions of this report.</i></p>	<p>Description Lists information for accounts that have been cancelled or are within 10 days or less of being cancelled, on a daily basis, including accounts over 126+ days past due. Cancelled accounts remain in this report until they are paid, aged out, or charged off from this delinquency level.</p> <p>Use Use the Cancellation report to view account-specific and cardholder-specific information for delinquent accounts, in order to identify accounts that require action prior to being charged-off.</p> <p>Update Frequency Monthly Based on Cycle</p>
Cancellation Summary <ul style="list-style-type: none"> Hierarchy Level <p><i>Note: There are DOI and SBA specific versions of this report.</i></p>	<p>Description Lists information for accounts that have been cancelled or are within 10 days or less of being cancelled. Cancellation occurs when the required payment is not made 126 days from the billing date. A cancelled account is contained in this report until it is paid, aged out, or charged-off from this delinquency level.</p> <p>The report provides:</p> <ul style="list-style-type: none"> The number of accounts in this status. Subtotals of the dollar amount past due for any given hierarchy. The total dollar amount past due for the entire agency. <p>Use You may prefer the Cancellation Summary Report to the Cancellation Report if you are interested in the number of accounts that are in this status and the total amount past due, rather than account holder or other account detail. Refer to the Cancellation Report for account level detail. This summary report is meant for general information and assistance. It does not in any way amend or change provisions related to suspension and cancellation as provided in sections C.36 and C.37 of the GSA SmartPay Contract.</p> <p>Update Frequency Monthly Based on Cycle</p>

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Report Name (Category and Type)	Description and Use
Charge-Offs <ul style="list-style-type: none"> Hierarchy Level / Date 	<p>Description Lists detailed information for all accounts that are in a charge-off status (Bad Debt, Fraud, Deceased, or Other). Provides subtotals for each status within each hierarchy, as well as the total dollar amount within each category for the entire agency. Also includes Charge-off Reason, Charge-Off Date, subtotals and totals of late fees.</p> <p>Use Use this report to determine when a cardholder's balance is no longer collectable. It can also be used to assess the potential negative impact of all charged-off dollars to the agency's overall budget and its GSA SmartPay refund program.</p> <p>Update Frequency Point in Time</p>
Daily Invoice <ul style="list-style-type: none"> Account Number Central Account ID <p><i>(for agencies that receive a daily AAS feed)</i></p>	<p>Description Provides a central account's daily transaction activity for all agencies who selected daily invoices. Provides transaction totals for a Central Account ID on a daily basis. Includes an Invoice Number and an Invoice Total.</p> <p>Use Use this report to review transactions and totals in an electronic daily invoice. You can use this information to manage invoice payment for Centrally Billed Accounts.</p> <p>Update Frequency Daily-User Selected Date</p>
Delinquency* <ul style="list-style-type: none"> Account Number Hierarchy Level HL/Raw Data Hierarchy Level/Severity HL/D Raw Data <p>*See detailed descriptions below</p>	<p>Description Provides a list of all account balances that are in a state of delinquency (accounts with past due balances of 30, 60, 90, 120, 150, 180+ days). Shows account-specific and cardholder detail.</p> <p>Use Use the Delinquency report to review cardholders that are in a delinquent status, in order to identify accounts that require special attention prior to reaching suspension, cancellation, or charged-off status.</p> <p>Update Frequency Monthly Based on Cycle</p>
Delinquency Report – Account Number	<p>Description Provides delinquency status information on a specific account requested.</p> <p>Note: You must enter a valid account number and the account must be in a past due status for it to appear on the report.</p> <p>Use Use this report to review a single account holder who is in a delinquency status.</p> <p>Update Frequency Monthly Based on Cycle</p>



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Report Name (Category and Type)	Description and Use
Delinquency Report – Hierarchy Level <i>(Also available in Raw Data format)</i> HLIRaw Data	<p>Description Provides account delinquency status information at a specified hierarchy level and for a requested billing type.</p> <p>Note: You must enter the hierarchy level. If you request all levels, the report will show the hierarchy level you entered plus all of the hierarchy levels below it. (The default option is to only display the hierarchy level you enter.) You must select the billing type you wish to view. You can choose to view individually billed accounts, centrally billed accounts, or both.</p> <p>Use Use this report to provide a status on individually or centrally billed accounts by hierarchy level.</p> <p>Update Frequency Monthly Based on Cycle</p>
Delinquency Report – Hierarchy Level/Severity <i>(Also available in Raw Data format)</i> HLID Raw Data	<p>Description Provides account delinquency status information at a specified hierarchy level, a requested severity level, and for a requested billing type.</p> <p>Notes:</p> <ul style="list-style-type: none"> You must enter the hierarchy level. If you request all levels, the report will show the hierarchy level you entered plus all of the hierarchy levels below it. (The default option is to only display the hierarchy level entered.) You must select the cycle (or severity level). By selecting a particular cycle for this report, you will only see the delinquent accounts in that cycle of delinquency. Available cycles are: <ul style="list-style-type: none"> Cycle 2 = 61 – 90 days past due Cycle 3 = 91 – 120 days past due Cycle 4 = 121 – 150 days past due Cycle 5 = 151 – 180 days past due Cycle 6 = 181 – 210 days past due You must select the billing type you wish to view. You can choose to view individually billed accounts, centrally billed accounts, or both. <p>Use Use this report as a management tool to monitor number of accounts and dollar delinquent by billing cycle.</p> <p>Update Frequency Monthly Based on Cycle</p>
Delinquency Summary* <ul style="list-style-type: none"> Hierarchy Hierarchy/Severity <p><i>*See detailed descriptions below</i></p>	<p>Description Provides summary information for accounts listed in the Delinquency report, including total number of accounts delinquent, subtotals of dollar amounts past due for any given hierarchy, and total dollar amount for the entire agency.</p> <p>Use Use the Delinquency Summary report to identify and manage delinquencies within your hierarchy or agency as a whole. The Delinquency Summary report may be useful to the Designated Billing Officer and the Chief Financial Officer to identify and manage delinquencies agency-wide.</p> <p>Update Frequency Monthly Based on Cycle</p>

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Report Name (Category and Type)	Description and Use
Delinquency Report – Hierarchy Summary	<p>Description Provides summary delinquency status information at a specified hierarchy level and for a requested billing type.</p> <p>Note: You must enter a hierarchy level. If you request all levels, the report will show the hierarchy level you entered plus all of the hierarchy levels below it. (The default option is to only display the hierarchy level entered.) You must select the billing type you wish to view. You can choose to view individually billed accounts, centrally billed accounts, or both.</p> <p>Use Use this report to view a summary of individually or centrally billed accounts by hierarchy level.</p> <p>Update Frequency Monthly Based on Cycle</p>
Delinquency Report – Hierarchy/Severity Summary	<p>Description Provides summary delinquency status information at a specified hierarchy level, a requested severity level, and for a requested billing type.</p> <p>Notes:</p> <ul style="list-style-type: none"> • You must enter a hierarchy level. If you request all levels, the report will show the hierarchy level you entered plus all of the hierarchy levels below it. (The default option is to only display the hierarchy level entered.) • You must select the cycle (or severity level). By selecting a particular cycle, you will only see the delinquent accounts in that cycle of delinquency. <ul style="list-style-type: none"> • Cycle 2 = 61 – 90 days past due • Cycle 3 = 91 – 120 days past due • Cycle 4 = 121 – 150 days past due • Cycle 5 = 151 – 180 days past due • Cycle 6 = 181 – 210 days past due • You must select the billing type you wish to view. You can choose to view individually billed accounts, centrally billed accounts, or both. <p>Use Use this report to view a summary of a specific hierarchy level of individually or centrally billed accounts by the number of accounts and dollar amount delinquent by billing cycle.</p> <p>Update Frequency Monthly Based on Cycle</p>
Exceptions: ATM Cash Activity	<p>Description Provides a list of all ATM and cash withdrawals within a specified hierarchy level and time frame.</p> <p>Use Use this report to perform more detailed reviews of accounts with cash activity.</p> <p>Update Frequency User Selected Date</p>



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Report Name (Category and Type)	Description and Use
Exceptions: Account Number	<p>Description Provides a list of transactions by account number that the agency wants to review at a closer level for trend analysis or specific MCC's. Allows you to search by individual account number.</p> <p>Use Use this report to review exception transactions in order to identify purchasing patterns and trends. Using this report, you can track exceptions such as cash usage alone or in combination with retail spending, cash usage with or without other travel-related spending, and retail spending.</p> <p>Update Frequency User Selected Date</p>
Exceptions: Hierarchy Level	<p>Description Provides a list of transactions by hierarchy level that the agency wants to review at a closer level for trend analysis or specific MCC's. Allows you to search by hierarchy level.</p> <p>Use Use this report to review exception transactions in order to identify purchasing patterns and trends. Using this report, you can track exceptions such as cash usage alone or in combination with retail spending, cash usage with or without other travel-related spending, and retail spending.</p> <p>Update Frequency User Selected Date</p>
Exceptions: Returned Check Charges	<p>Description Provides a list of all cardholders that incur returned check fee transactions within a specified hierarchy level and time frame.</p> <p>Use Use this report to identify accounts that have returned check fees.</p> <p>Update Frequency User Selected Date</p>
Exceptions: Transactions Over \$2500	<p>Description Provides a list of transactions greater than \$2500 within a specified hierarchy level, time frame, and specific Merchant Category Code (MCC) range.</p> <p>Use Use this report to perform more detailed reviews of accounts with large dollar purchases.</p> <p>Update Frequency User Selected Date</p>

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Report Name (Category and Type)	Description and Use
Fixed Pay <ul style="list-style-type: none"> Account Number Hierarchy Level 	<p>Description Provides information regarding accounts that have been set up on fixed pay. The Fixed Pay Program is an alternative payment option for cardholders that cannot pay their balances in full due to financial circumstances. Accounts that are set up for fixed pay are closed and cancelled. The account holder is responsible for making monthly payments towards the balance due on the account. Accounts remain on this report until the balance is paid out or until the account is removed from the Fixed Pay Program.</p> <p>Use Use this report to track and monitor accounts that are in a fixed pay program and for viewing the balance on the account.</p> <p>Update Frequency Point in Time</p>
Fleet: MasterCard Account Activity <ul style="list-style-type: none"> Hierarchy Level 	<p>Description Provides monthly account activity information for both active and inactive Fleet program accounts. Displays detailed transaction information for specific accounts within a requested hierarchy level, as well as monthly and fiscal year to date totals.</p> <p>Use Use this report to monitor and review detailed information on all fleet transactions within any given account number or hierarchy level.</p> <p>Update Frequency Calendar month</p>
Fleet: MasterCard Tax Summary <ul style="list-style-type: none"> Hierarchy Level 	<p>Description Provides a state-by-state summary of all tax expenses for Fleet purchases within a specified hierarchy level. Tax is sorted into categories including federal, state, county, city, sales, environmental, and excise. Contains tax information summarized by month and fiscal year to date.</p> <p>Use Use this report to track monthly and fiscal year tax expenses. Since the information is sorted by state, you can determine the amount and type of taxes paid within each state where cards are issued.</p> <p>Update Frequency Calendar Month</p>
Fleet: MasterCard Fuel/ Non-Fuel Summary <ul style="list-style-type: none"> Hierarchy Level 	<p>Description Summarizes by month and fiscal year to date all fuel and non-fuel spending within a given hierarchy. Fields include: Purchase Description, Unit Type (type of measurement), Quantity (number of units purchased), and Charges (dollar amount purchased).</p> <p>Use Use this report to monitor the quantity, cost, and type of any given Fleet purchase.</p> <p>Update Frequency Calendar Month</p>

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Report Name (Category and Type)	Description and Use
Fleet: Visa Account Activity <ul style="list-style-type: none"> Hierarchy Level 	Description Provides monthly account activity information for both active and inactive Fleet program accounts. Displays detailed transaction information for specific accounts within a requested hierarchy level, as well as monthly and fiscal year to date totals. Use Use this report to monitor and review detailed information on all fleet transactions within any given account number or hierarchy level. Update Frequency Calendar Month
Fleet: Visa Tax Summary <ul style="list-style-type: none"> Hierarchy Level 	Description Provides a state-by-state summary of all tax expenses for Fleet purchases within a specified hierarchy level. Tax is sorted into categories including federal, state, county, city, sales, environmental, and excise. Contains tax information summarized by month and fiscal year to date. Use Use this report to track monthly and fiscal year tax expenses. Since the information is sorted by state, you can determine the amount and type of taxes paid within each state where cards are issued. Update Frequency Calendar Month
Fleet: Visa Fuel Non-Fuel Summary <ul style="list-style-type: none"> Hierarchy Level 	Description Summarizes by month and fiscal year to date all fuel and non-fuel spending within a given hierarchy. Fields include: Purchase Description, Unit Type (type of measurement), Quantity (number of units purchased), and Charges (dollar amount purchased). Use Use this report to monitor the quantity, cost, and type of any given Fleet purchase. Update Frequency Calendar Month
Lost/Stolen <ul style="list-style-type: none"> Date Range Hierarchy Level 	Description Provides account and cardholder information for cards that have been reported as lost, stolen, or fraudulent. This report will also provide information on the replacement account for the lost/stolen/fraud account. Use Use this report to monitor the number of cards reported as lost/stolen/fraud within your hierarchy. Update Frequency User Selected Date

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Report Name (Category and Type)	Description and Use
Maintenance Request <ul style="list-style-type: none"> Account Number Hierarchy Level 	<p>Description A log of maintenance performed on accounts through EAGLS.</p> <p>Use Use this report to monitor any changes that may have been made on an account through EAGLS.</p> <p>Update Frequency User Selected Date</p>
MasterCard 1099 <ul style="list-style-type: none"> Hierarchy Level 	<p>Description Provides a summary of payments made to merchants on a quarterly and cumulative calendar year basis. It shall be in merchant TIN ascending numeric order and include description of the purchase, amount of purchase, merchant name, identifying doing business as (DBA) if applicable, and merchant address. This report is online and is also available as a file through your Bank of America account manager.</p> <p>Use Use this report to create 1099s for IRS reporting.</p> <p>Update Frequency Quarterly</p>
New Accounts <ul style="list-style-type: none"> Account Number Date Hierarchy Level 	<p>Description Provides a listing of new accounts that were set up within the past 30 days of the date of the report.</p> <p>Use Use this report to review all new accounts that have been set up within the last 30 days.</p> <p>Update Frequency</p> <ul style="list-style-type: none"> User Selected Dates Calendar Month
Not Allocated <ul style="list-style-type: none"> Account Number Hierarchy Level 	<p>Description Provides a list of all centrally billed transactions within a specified search criteria that have not been allocated. This report will display information regarding the transaction including the certification status of the transaction.</p> <p>Use Use this report to track and monitor the status of centrally billed transactions that have not yet been allocated. Review the information regarding the transaction to determine how the transaction should be allocated or certified.</p> <p>Update Frequency User Selected Date</p>



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Report Name (Category and Type)	Description and Use
Pre-Suspension <ul style="list-style-type: none"> Hierarchy Level 	<p>Description Lists accounts eligible for suspension during the next cycle (IBAs 45 – 60 days past due and CBAs 45 – 90 days past due). Identifies account name, account number, status, balance past due, and number of days past due. Includes subtotals and grand totals for hierarchy levels and agencies listed. Totals for IBA and CBA accounts are separated.</p> <p>Use Use this report to see a list of accounts that are eligible for suspension, in order to identify accounts that require special attention and supervisory notification.</p> <p>Update Frequency Monthly Based on Cycle</p>
Pre-Suspension Summary <ul style="list-style-type: none"> Hierarchy Level 	<p>Description Provides high level information for all accounts that are eligible for suspension during the next cycle. Accounts will appear as early as 45 days after the billing cycle date. This report provides:</p> <ul style="list-style-type: none"> The number of the accounts in the pre-suspension status Subtotals of the dollar amount past due for a specific hierarchy The total dollar amount past due for the entire agency <p>Use You may prefer the Pre-Suspension Summary Report to the Pre-Suspension Report if you are interested in the number of accounts that are in this status and the amount past due, rather than account holder or account detail. To review more detailed information on specific delinquent accounts, please refer to the Pre-Suspension Report. This summary report is meant for general information and assistance. It does not in any way amend or change provisions related to suspension and cancellation as provided in sections C.36 and C.37 of the GSA SmartPay Contract.</p> <p>Update Frequency Monthly Based on Cycle</p>
Statistical Summary (Fleet) <ul style="list-style-type: none"> Hierarchy Level 	<p>Description Summarizes activity of a Fleet card program. Presents monthly and fiscal year to date Fleet expense information within any given hierarchy for Fuel/Non-Fuel Sales Amount (gross and net), Fuel/Non-Fuel Transactions and Miscellaneous charges. Also provides general information about a Fleet program, including number of new accounts, number of cards with activity, and number of lost, stolen, canceled, or replaced cards.</p> <p>Use Use this report to get an overall snapshot of a Fleet program in order to monitor fuel and non-fuel transactions, as well as miscellaneous expenses.</p> <p>Update Frequency Calendar Month with Fiscal Year to Date</p>
Statistical Summary (Purchase) <ul style="list-style-type: none"> Hierarchy Level 	<p>Description Provides a summary of account activity for the purchase card program and includes convenience check transactions and miscellaneous fees.</p> <p>Use Use this report to monitor Purchase program activity.</p> <p>Update Frequency Calendar Month with Fiscal Year to Date</p>

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Report Name (Category and Type)	Description and Use
Statistical Summary (Travel) <ul style="list-style-type: none"> Hierarchy Level 	<p>Description Provides a summary of account activity for the travel card program and includes traveler's check transactions and miscellaneous fees.</p> <p>Use Use this report to monitor Travel program activity.</p> <p>Update Frequency Calendar Month with Fiscal Year to Date</p>
Summary ATM/Traveler's Checks <ul style="list-style-type: none"> Agency Name Hierarchy Level 	<p>Description Provides a summary of total ATM/travelers check dollars and number of transactions by each participating agency, monthly and cumulative.</p> <p>Use Use this report to monitor the level of cash and travelers check usage within your agency.</p> <p>Update Frequency Calendar Month with Fiscal Year to Date</p>
Summary Convenience Checks <ul style="list-style-type: none"> Agency Name Hierarchy Level 	<p>Description Provides a summary of total convenience check dollars and number of transactions by each participating agency, monthly and cumulative.</p> <p>Use Use this report to monitor the level of convenience check usage within your agency.</p> <p>Update Frequency Calendar Month with Fiscal Year to Date</p>
Summary Purchase <ul style="list-style-type: none"> Agency Name Hierarchy Level 	<p>Description Provides a quarterly summary of purchases under the micro-purchase level as described in FAR 2.5 and over this amount. It includes number of transactions, the dollar volume and comparative percentages for the current reporting period and fiscal year activity.</p> <p>Use Use this report to monitor summary information on purchases, broken down into categories of purchases greater than \$2,500 and purchases less than \$2,500.</p> <p>Update Frequency Fiscal Quarters with Fiscal Year to Date</p>
Summary Quarterly Merchant <ul style="list-style-type: none"> Hierarchy Level 	<p>Description Lists, by fiscal year quarter, summary spending information by merchant category code (MCC) and includes MCC description, number of transactions per MCC, total dollar amount per MCC, and average amount per MCC.</p> <p>Use Use this report to analyze summary information on spending and types of spending within your Travel or Purchase card program.</p> <p>Update Frequency Fiscal Quarters</p>

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Report Name (Category and Type)	Description and Use
Summary Quarterly Vendor Analysis <ul style="list-style-type: none"> Hierarchy Level 	<p>Description Lists, by fiscal year, a detailed quarterly and cumulative summary of the top 100 merchants/vendors, by individual merchant/vendor, city, state, and service type, in total dollars and total number of transactions.</p> <p>Use Use this report to review the list of top-rated vendors based on level of spending within a requested hierarchy level.</p> <p>Update Frequency Fiscal Quarters with Fiscal Year to Date</p>
Suspension/ Pre-Cancellation <ul style="list-style-type: none"> Hierarchy Level <p><i>Note: There are DOI and SBA specific versions of this report.</i></p>	<p>Description Lists accounts that have been suspended or are within 10 days of suspension and are eligible for cancellation (IBAs appear on this report at 61-125 days past due, while CBAs appear on this report at 91 days or more past due and/or if they are in a suspended status). Identifies account name, account number, status, date of status, balance past due, and number of days past due. Includes subtotals and grand totals for hierarchy levels and agencies.</p> <p>Use Use this report to identify accounts that have been suspended and require immediate attention and resolution before the next billing cycle.</p> <p>Update Frequency Monthly Based on Cycle</p>
Suspension/ Pre-Cancellation Summary <ul style="list-style-type: none"> Hierarchy Level <p><i>Note: There are DOI and SBA specific versions of this report.</i></p>	<p>Description Lists high level information for all accounts that have been suspended or are within 10 days or less of being suspended. Suspension occurs when the required payment is not received 61 days past the cycle date for individually billed accounts and 91 days past the billing date for centrally billed accounts. This report provides:</p> <ul style="list-style-type: none"> The number of accounts in this status Subtotals of the dollar amount past due for any given hierarchy The total dollar amount past due for the entire agency. <p>If the required IBA payment is not received 126 days from the billing date, the IBA will be cancelled.</p> <p>Use You may prefer the Suspension/Pre-Cancellation Summary Report to the Suspension/Pre-Cancellation Report if you are interested in the number of accounts that are in this status and the total amount past due, rather than account holder or other account detail. This summary report is meant for general information and assistance. It does not in any way amend or change provisions related to suspension and cancellation as provided in sections C.36 and C.37 of the GSA SmartPay Contract.</p> <p>Update Frequency Monthly Based on Cycle</p>

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Report Name (Category and Type)	Description and Use
Transfer Transaction <ul style="list-style-type: none"> Account Number Hierarchy Level 	Description Provides information on transactions that have been transferred from an individual account to a central/diversion account, or from a central/diversion account to an individual account. This transfer transaction functionality is used by agencies that have an Integrated Card Program. Use Use this report to track and monitor transactions that have been transferred between individual accounts and central/diversion accounts. Update Frequency User Selected Date
Transaction Activity <i>(Available in Raw Data format)</i> <ul style="list-style-type: none"> Hierarchy Level Hierarchy Level – Raw Data 	Description Provides detailed information regarding transaction detail at the individual account level. Use Use this report to view detailed transaction information on a specific account. Update Frequency User Selected Date